



**OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS AND THE
BOARDS OF DIRECTORS OF THE
COCONINO COUNTY FLOOD CONTROL DISTRICT,
COCONINO COUNTY JAIL DISTRICT AND
COCONINO COUNTY PUBLIC HEALTH SERVICES DISTRICT**

SPECIAL SESSION AND REGULAR SESSION MINUTES

May 12, 2020

**9:00 a.m. - Special Session -Budget Discussions
5:00 – Special Session
6:00 p.m. Regular Session**

Special Session -Budget Discussions – 9:00 a.m.

Present: Chairwoman Elizabeth C. Archuleta, Vice Chairwoman Lena Fowler, Supervisor Matt Ryan, Supervisor Jim Parks and Supervisor Art Babbott were present virtually via Zoom meeting technology.

Also Present: County Manager James Jayne, Deputy County Manager/Public Works Director Lucinda Andreani, Deputy County Manager Joanne Keene, Deputy County Manager Marie Peoples, Deputy County Attorney Rose Winkeler, Public Affairs Director Eric Peterson, Clerk of the Board of Supervisors Lindsay Daley and Deputy Clerk of the Board Valerie Webber were present virtually via Zoom meeting technology.

Chairwoman Archuleta called the meeting to order at 9:04 a.m. and led the pledge of allegiance.

Discussion Item:

1. Presentation and discussion regarding the upcoming Fiscal Year 2021 Budget and continuing conversations with the Board of Supervisors on the FY21 budget accounting for the impacts of COVID-19 while continuing to provide services to the residents of Coconino County. **Finance**

County Manager James Jayne highlighted actions being taken by the County to mitigate expenses incurred related to the COVID-19 pandemic.

Incoming Finance Director Siri Mullaney introduced the purpose of the presentation and spoke about budgeting challenges being faced by the County, as a result of the pandemic.

Chairwoman Archuleta left the meeting at 9:17 a.m. due to technological issues and returned at approximately 9:22 a.m.

Interim Finance Director Megan Cunningham highlighted goals and key recommendations for the Board's consideration during discussions of the budget presentation and cost reduction strategies.

Supervisor Babbott stated that operational savings are included every year in the 10 Year Plan moving forward and at what point do we take it out of the vacancy savings line item and put it to operational savings? Ms. Cunningham affirmed the savings are included in planning every year and, there will be upcoming discussions regarding vacancy savings moving forward. County Manager Jayne explained that this discussion is currently being had with departments. Supervisor Babbott felt consideration for the 1% cost of operations should be added back into the budget sooner than later.

Supervisor Parks agreed with Supervisor Babbott but felt that the Board should look at deeper cuts and examinations of potential cost savings.

Chairwoman Archuleta noted there was a question in the Question and Answer box on Zoom.

County Attorney Bill Ring said it was his question and stated a key Service Improvement Request of the County Attorney's Office is inflationary adjustment of cost of operations. They balance their operational deficit by carrying-over salary savings to pay for operational shortfalls. Freezing operational costs for years and delaying or freezing salary savings pour-over leaves us in a structural operational deficit.

County Manager Jayne noted they intend to work with each department for individual department savings on expenditures to help meet the deficit.

There was discussion regarding the staff's first recommendation for Board consideration of cost reduction of vacancy savings of \$1,000,000.00.

Upon majority consensus of the Board, staff was directed to proceed the with recommendation for cost reduction of vacancy savings of \$1,000,000.00 and operational reduction target of \$1,500,000.00.

Interim Finance Director Cunningham continued to review staff recommendations regarding flexibility language and operational reduction.

Upon majority consensus of the Board, staff was directed to continue with the flexibility language of \$1,000,000.00 and operational reduction target of \$1,500,000.00; not to be used for pension pay down.

Interim Finance Director Cunningham reviewed the following staff recommendations for the FY21 budget:

- Moving employee stimulus to FY23 and FY24.
- Removal of 1% operations inflation which will be added back into the 10 Year Plan in FY26.
- Employee Compensation Plan moving forward and beginning in FY23.
- Converting mandated and mission critical recurring service improvement requests in the 10 Year Plan to one-time costs in FY21, \$739,932 General Fund carry overs.
- King Street remodel/expansion debt service being moved to FY23.
- Proposed Primary Property Tax rates.
- Proposed Primary Property Tax rates.
- Proposed Secondary Property Tax Rates and Levies.

The Board, County Manager Jayne, Incoming Finance Director Siri Mullaney, Deputy County Manager Joanne Keene and Deputy County Manager Lucinda Andreani discussed various budget recommendations; mostly discussing proposed tax rates.

Upon majority consensus of the Board, staff was directed to proceed with the Primary Property Tax rate increase of 2% plus new construction as well as, remaining staff recommendations.

Chairwoman Archuleta called for a break at 10:46 a.m. and reconvened at 10:53 a.m.

Interim Finance Director Cunningham continued with a presentation of the updated 10 Year Plan, that included all staff recommendations as discussed.

Deputy County Manager/Public Works Director Lucinda Andreani and Deputy Public Works Director Eslir Musta introduced and presented the proposed Transportation Fund (HURF) Ten Year Financial Plan.

County Manager Jayne provided closing statements and outlined budget discussions for tomorrows agenda.

Chairwoman Archuleta adjourned the Special Session Budget Discussion portion of the meeting at 11:36 a.m.

Special and Executive Session – 5:00 p.m.

Present: Chairwoman Elizabeth C. Archuleta, Vice Chair Lena Fowler, Supervisor Art Babbott, Supervisor Jim Parks.

Absent: Supervisor Matt Ryan.

Also Present: County Manager Jimmy Jayne, Deputy County Attorney Rose Winkeler, Clerk of the Board Lindsay Daley.

Chairwoman Archuleta called the Special Session to order at 5:11 p.m.

County Manager Jayne read the title of agenda #1a. Deputy County Attorney Rose Winkeler recommended the Board go into executive session.

Motion: Move to enter into executive session to discuss item 1a, **Action:** approve, **Moved by:** Vice Chair Lena Fowler, **Seconded by:** Supervisor Art Babbott. The motion passed unanimously.

Discussion Item:

- 1a. Discussion of purchase, sale or lease of real property and contract negotiations. The Board of Supervisors may convene in executive session pursuant to Ariz. Rev. Stat. 38-431.03(A)(7) and (A)(4) to discuss or consult with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property and to instruct its attorneys regarding the Board's position on contracts that are subject of negotiations. **County Manager**

The Executive Session discussion began at 5:17 p.m. and was conducted virtually using Microsoft Teams.

Chairwoman Archuleta adjourned the executive session at 5:55 p.m.

Regular Session – 6:00 p.m.

Present: Chairwoman Elizabeth C. Archuleta, Vice Chairwoman Lena Fowler, Supervisor Jim Parks and Supervisor Art Babbott were present virtually via Zoom meeting technology.

Absent/Excused: Supervisor Matt Ryan.

Also Present: County Manager James Jayne, Deputy County Manager/Public Works Director Lucinda Andreani, Deputy County Manager Joanne Keene, Deputy County Manager Marie Peoples, Deputy County Attorney Rose Winkeler, Public Affairs Director Eric Peterson, Clerk of the Board of Supervisors Lindsay Daley and Deputy Clerk of the Board Valerie Webber were present virtually via Zoom meeting technology.

Chairwoman Archuleta called the meeting to order at 6:01 p.m. and led the pledge of allegiance.

Call to the Public:

There were no comments from the public for items not on the agenda.

Proclamation:

2. Proclamation celebrating and recognizing National Public Works Week from May 17 – 23, 2020. **Public Works**

Deputy County Manager/Public Works Director Lucinda Andreani introduced the proclamation and read a portion of the proclamation into the record.

Public Works' Employees Russ Faultner, Anneisha Timeche, Dionisio Erasun and Roy Drye each read a section of the proclamation into the record.

Individual Board members spoke about the dedication and commitment of the Public Works staff and expressed their appreciation for all.

Motion: Approve a Proclamation celebrating and recognizing National Public Works Week from May 17 – 23, 2020, **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Jim Parks. The motion passed unanimously.

Board of Supervisors Consent Agenda:

Motion: Approve Consent Agenda Items 3 through 13, separating items **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Lena Fowler. The motion passed unanimously.

- 3. Consideration and possible action to approve the minutes from the Board of Supervisors meeting conducted April 28, 2020.
- 4. Consideration and possible action to ratify and/or approve warrants, electronic fund transfers, and other payments as listed on the agenda. An itemized list of the below-numbered claims is filed in the official records of the Coconino County Board of Supervisors.

<u>Run Date</u>	<u>Warrant Numbers</u>	<u>Computer Register Totals</u>
04/30/2020	EFT – 9259 – 9281	\$175,717.31
04/30/220	Checks – 92007268 – 92007368	\$1,108,424.66

- 5. Consideration and possible action to approve a contract with Precision Restoration Services for COVID-19 decontamination services in an amount not to exceed \$150,000.00. **County Manager**
- 6. Consideration and possible action to approve a Memorandum of Understanding between the Coconino County Local Workforce Development Board and Coconino County Health & Human Services for provision of ARIZONA@WORK Coconino County Arizona Adult, Dislocated and Youth Services for WIOA Title 1B participants for the period of May 1 to June 30, 2020 with a maximum contribution of \$104,273 dollars. **Public Affairs**
- 7. Consideration and possible action to approve the Second Amendment of an Agreement with CORE Construction, for one-year renewal of RFQ 2018-104 Job Order Contracting (JOC) vertical services to the County, for projects up to \$2,000,000.00. **Public Works**
- 8. Consideration and possible action to approve the Second Amendment of an Agreement with J. Banicki Construction, Inc., for one-year renewal of RFQ 2018-104 Job Order Contracting (JOC) services to the County, for projects up to \$2,000,000.00. **Public Works**
- 9. Consideration and possible action to approve the Second Amendment of an Agreement with Fann Contracting, Inc., for one-year renewal of RFQ 2018-104 Job Order Contracting (JOC) services to the County, for projects up to \$2,000,000.00. **Public Works**

10. Consideration and possible action to approve the Second Amendment of an Agreement with Kinney Construction Services, Inc. for one-year renewal of RFQ 2018-104 Job Order Contracting (JOC) services to the County, for projects up to \$2,000,000.00. **Public Works**
11. Consideration and possible action to approve the Second Amendment of an Agreement with Rummel Construction, for one-year renewal of RFQ 2018-104 Job Order Contracting (JOC) services to the County, for projects up to \$2,000,000.00. **Public Works**
12. Consideration and possible action to approve the Second Amendment of an Agreement with Tiffany Construction, for one-year renewal of RFQ 2018-104 Job Order Contracting (JOC) services to the County, for projects up to \$2,000,000.00. **Public Works**
13. Consideration and possible action regarding approval of the Second Amendment of an Agreement with Lake Powell Construction, for one-year renewal of RFQ 2018-104 Job Order Contracting (JOC) services to the County, for projects up to \$2,000,000.00. **Public Works**

Motion: Resolve as the Flood Control District Board of Directors, **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Lena Fowler. The motion passed unanimously.

Flood Control Consent Agenda:

Motion: Approve Flood Control District Consent Agenda, items 14 through 19, **Action:** approve, **Moved by:** Director Art Babbott, **Seconded by:** Director Supervisor Lena Fowler. The motion passed unanimously.

14. Consideration and possible action to approve the Second Amendment of an Agreement with J. Banicki Construction, Inc., for one-year renewal of RFQ 2018-104 Job Order Contracting (JOC) services to the County Flood Control District for projects up to \$2,000,000.00. **Flood Control**
15. Consideration and possible action to approve the Second Amendment of an Agreement with Fann Contracting, Inc., for one-year renewal of RFQ 2018-104 Job Order Contracting (JOC) services to the County Flood Control District, for projects up to \$2,000,000.00. **Flood Control**
16. Consideration and possible action to approve the Second Amendment of an Agreement with Kinney Construction Services, Inc., for one-year renewal of RFQ 2018-104 Job Order Contracting (JOC) services to the County Flood Control District, for projects up to \$2,000,000.00. **Flood Control**

17. Consideration and possible action regarding approval of the Second Amendment of an Agreement with Lake Powell Construction, for one-year renewal of RFQ 2018-104 Job Order Contracting (JOC) services to the County Flood Control District, for projects up to \$2,000,000.00. **Flood Control**
18. Consideration and possible action regarding approval of the Second Amendment of an Agreement with Rummel Construction, for one-year renewal of RFQ 2018-104 Job Order Contracting (JOC) services to the County Flood Control District, for projects up to \$2,000,000.00. **Flood Control**
19. Consideration and possible action to approve the Second Amendment of an Agreement with Tiffany Construction, for one-year renewal of RFQ 2018-104 Job Order Contracting (JOC) services to the County Flood Control District, for projects up to \$2,000,000.00. **Flood Control**

Motion: Resolve as the Board of Supervisors, **Action:** approve, **Moved by:** Director Art Babbott, **Seconded by:** Director Lena Fowler. The motion passed unanimously.

Motion: Resolve as the Health District Board of Directors, **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Jim Parks. The motion passed unanimously.

Health District Consent Agenda:

Motion: Approve Health District Consent Agenda, **Action:** approve, **Moved by:** Director Art Babbott, **Seconded by:** Director Lena Fowler. The motion passed unanimously.

20. Consideration and possible action to approve the Intergovernmental Agreement contract CTR049546 in the amount of \$15,000 for Testing Blitz for COVID-19. **Health District**
21. Consideration and possible action to approve the Arizona Department of Health Services (ADHS) Contract CTR043159 Amendment No. 3 and a corresponding FY20 Budget Adjustments to support the Coconino County Prescription Drug Overdose Prevention Program (\$295,450), Opioid Crisis Response Program (\$277,810), and Overdose Fatality Review Program (\$25,000). **Health District**
22. Consideration and possible action to approve a FY20 Budget Adjustment in the amount of \$30,000.00 for Health and Human Service's Women, Infants, and Children program cost center. **Health District**

Motion: Resolve as the Board of Supervisors, **Action:** approve, **Moved by:** Director Art Babbott, **Seconded by:** Director Lena Fowler. The motion passed unanimously.

Motion: Resolve as the Jail District Board of Directors, **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Jim Parks. The motion passed unanimously.

Jail District Consent Agenda:

Motion: Approve Jail District Consent Agenda, **Action:** approve, **Moved by:** Director Jim Parks, **Seconded by:** Director Art Babbott. The motion passed unanimously.

23. Consideration and possible action to approve Amendment #2 to the Intergovernmental Agreement (IGA) #YH16-0018-02 with Arizona Health Care Cost Containment System (AHCCCS) to change rates for provided healthcare for qualified inmates of the detention facility during FY20 in the estimated annual amount of \$15,000.00. **Jail District**

Motion: Resolve as the Board of Supervisors, **Action:** approve, **Moved by:** Director Jim Parks, **Seconded by:** Director Art Babbott. The motion passed unanimously.

Public Hearing:

24. Public Hearing, consideration and possible adoption of Ordinance 2020-04, approving a zone change from OS (Open Space) to G (General, 10-acre minimum parcel size) on 121 acres between Blue Ridge and Forest Lakes; the property is located on Forest Service Road 56 and is further identified as parcel numbers 403-21-014, 403-21-015, 403-21-016, 403-21-017 and 403-21-018; the applicant is Forest Lake Ranches of Mogollon Rim LLC, Gilbert, Arizona, the representative is Greg Davis, Iplan Consulting, Gilbert, Arizona. **Community Development**

Presenter: Community Development Director Jay Christelman.

Powerpoint: Mogollon Ranches Zone Change from OS to G.

Community Development Director Jay Christelman presented a powerpoint that described the location of the subject parcels and zone change request. He provided a diagram of the development and explained the findings that need to be made for approval of the request.

Representative Greg Davis of Gilbert, Arizona, presented statements regarding the intended uses of the development.

Chairwoman Archuleta opened the public hearing for public comment at 6:39 p.m.; seeing none, she closed the public hearing.

Supervisor Parks moved to Approve Ordinance 2020-04, approving a zone change from OS (Open Space) to G (General, 10-acre minimum parcel size) for parcel numbers 403-21-014, 403-21-015, 403-21-016, 403-21-017 and 403-21-018 on 121 acres between Blue Ridge and Forest Lakes.

Supervisor Art Babbott seconded the motion adding that he could make the findings for approval.

Chairwoman Archuleta stated she could make the findings as well.

Chairwoman Archuleta called for the question; the motion passed unanimously.

25. **Public Hearing, consideration and possible adoption of Ordinance 2020-03, approving a change of zoning regulations to modify the existing RM-20/A standards in the PC (Planned Community) Zone and approval of a Master Development Plan on a 4.59 acre parcel in Greentown; the property is located on N. Rainbow Drive and is further identified as parcel number 601-43-005; the applicant is 4.5 Acre LLC, Scottsdale, Arizona and the representative is Tony Cullum, Flagstaff, Arizona. **Community Development****

Presenter: Community Development Director Jay Christelman.

Powerpoint: Lake Powell View Townhomes Change of Zoning Regulations and Preliminary Subdivision Plat.

Community Development Director Jay Christelman presented a powerpoint that described the location of the subject parcel and request to change zoning regulations. He provided a diagram and design pictures of the development, highlighted citizen participation during the neighborhood meeting and explained the findings that need to be made for approval of the request.

Community Development Director Christelman answered questions related to the intended use of the development and the standards to be modified.

Attorney for Applicant, Tony Cullum, provided further details regarding the intended use of the development and need for modified standards. He thanked staff for their help during the process and the Planning and Zoning Commission for the many hours they served during considerations. He explained comments that were received during the neighborhood meeting and highlighted all the local approvals of the project.

Chairwoman Archuleta opened the public hearing for public comment at 6:58 p.m.; seeing none, she closed the public hearing.

Upon inquiry from Chairwoman Archuleta, Attorney Cullum explained positive feedback received about the proposed lighting during the neighborhood meeting.

Individual Board members provided feedback on the proposed development.

Chairwoman Archuleta reopened the public hearing at 7:05 p.m.

Owner/Developer Mike Crowthers noted he was going to speak about the lighting to be used on the development but, Mr. Cullum explained everything.

After one last call and there being no further public comment, Chairwoman Fowler closed the public hearing at 7:06 p.m.

Chairwoman Archuleta asked if there was a motion to approve adoption of Resolution 2020-28, approving a Preliminary Plat for a phased 88-lot townhome development subject to modified RM-20/A standards in the PC (Planned Community) Zone with a Master Development Plan on a 4.59 acre parcel in Grenehaven.

Supervisor Fowler moved to make said motion.

Supervisor Parks stated he could make the findings to approve and moved to second the motion.

Motion: Approve Ordinance 2020-03, approving a change of zoning regulations to modify the existing RM-20/A standards in the PC (Planned Community) Zone, **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Lena Fowler. The motion passed unanimously.

Action Item:

26. Public Hearing, consideration and possible adoption of Resolution 2020-28, approving a Preliminary Plat for a phased 88-lot townhome development subject to modified RM-20/A standards in the PC (Planned Community) Zone with a Master Development Plan on a 4.59 acre parcel in Grenehaven; the property is located on N. Rainbow Drive and is further identified as parcel number 601-43-005; the applicant is 4.5 Acre LLC, Scottsdale, Arizona and the representative is Tony Cullum, Flagstaff, Arizona. **Community Development**

Motion: Approve Resolution 2020-28, approving a Preliminary Plat for an 88-lot townhome development with a Master Development Plan for parcel number 601-43-005, a 4.59 acre parcel in Grenehaven, **Action:** approve, **Moved by:** Supervisor Lena Fowler, **Seconded by:** Supervisor Art Babbott. The motion passed unanimously.

Discussion Items:

27. Presentation and discussion regarding Work, Service and Space Reimagined - update on the County Service Center at King Street project. **County Manager**

Presenters: Deputy County Manager Joanne Keene and Facilities Management Director Sue Brown

Powerpoint: County Service Center at King Street Project Update.

County Manager Jayne and Deputy County Manager Joanne Keene introduced the item.

Facilities Management Director Sue Brown provided a presentation that highlighted a Statement of Intent included in a Request for Qualifications (RFQ) for Architectural Services that explains a new reality due to the current COVID-19 pandemic, organizational and team values and what has been learned as far as service delivery.

Individual Board members provided feedback on the presentation.

County Manager Jayne spoke about various opportunities that have opened due to challenges the County has faced as a result of the pandemic.

By majority consensus of the Board, staff was directed to move forward with a Request for Qualifications (RFQ) for Architectural Services.

28. Update, discussion, and possible action regarding the novel (new) coronavirus.
County Manager

Special Initiatives Director Kim Musselman provided an update on the COVID-19 coronavirus, which included updated data related to positive cases, testing being done and new nursing home testing requirements that were issued by the White House. She expressed her appreciation of staff's efforts in working the testing blitz that was held the past two Saturdays and spoke about potential alternative care facilities.

Director Musselman answered questions asked by individual Board members regarding placement of patients in alternative care facilities, use of the rapid testing machine and the amount of tests available.

Director Musselman provided additional information regarding phone kits that will be installed in Hotel Aspen and provided free of charge.

Individual Board members expressed their appreciation of the work done by Dr. Peoples, Director Musselman, staff and partners that are working pandemic response efforts.

29. Discussion, update and possible direction to staff regarding state and/or federal legislative and/or administrative matters. **Public Affairs**

Public Affairs Director Eric Peterson provided updates on state and federal legislation previously approved and currently being considered with regards to COVID-19 relief efforts. He highlighted new guidance that was released today during the Governor's press conference.

Director Peterson answered questions asked by Vice Chairwoman Fowler regarding the Governor's new guidance.

30. Discussion and update from the County Manager regarding possible community, regional and/or administrative matters. **County Manager**

County Manager Jayne provided information regarding upcoming meetings, plans for National Park openings and items to be discussed during tomorrow's budget update. He spoke about discussions being held with community partners.

Deputy County Manager Lucinda Andreani spoke about a recent Social Services Coalition meeting, explaining there are efforts being made to request funding for local housing facilities.

31. Roundtable: To be discussed. Pursuant to A.R.S. § 38-431.02(H), these matters will not be acted upon: Reports from Supervisors; updates on new projects, district budgets, requests for services and initiatives, updated from county staff:
- District 1 – Supervisor Art Babbott
 - District 3 – Supervisor Matt Ryan

 - District 4 – Supervisor Jim Parks
 - District 5 – Supervisor Lena Fowler
 - District 2 – Supervisor Elizabeth Archuleta
- Chair's Report

Supervisor Parks noted he is relaying that several people in District 4 are supportive of the Governor's new guidance related to re-opening.

Vice Chairwoman Fowler and Chairwoman Archuleta provided comments regarding various COVID-19 response issues and measures being taken.

Chairwoman Archuleta thanked Mayor Coral Evans and the Flagstaff City Council for their consideration and direction to staff to proceed with an allocation of \$164,000 to Coconino County for the rental assistance program.

There being no further discussion, Chairwoman Archuleta adjourned the meeting at 9:22 p.m.

COCONINO COUNTY BOARD OF SUPERVISORS



Elizabeth C. Archuleta, Chair

ATTEST:



Lindsay Daley, Clerk of the Board of Supervisors

(SEAL)

